



# ABANDON NORMAL DEVICES

## WATERWAYS COMMISSION: TOURING PRODUCER

Title: Touring Producer  
Reports to: Senior Producer  
Contract: 3 months Freelance Part-Time (Mid Jan-Mid April 2015)  
Fee: £2500 \*approx. 20 days inclusive of VAT  
Based: AND Office, Manchester  
**Deadline: Extended to 12pm Fri 16 Jan 2015**

### JOB DESCRIPTION

Abandon Normal Devices (AND) is looking for a Producer with experience of working with artists and partners, to work on the development and delivery of new commissions in partnership with the Canal & Rivers Trust. AND are working with Mexican artist collective TRES, on a new participatory artwork, that will take the form of an pervasive game along the Manchester-Pennine Waterways in March 2015. The commission will involve the development of a new mobile gaming application with GPS tracking devices, linked to an online mapping system.

The Producer will play a vital role in the projects success, working closely with the artists, technologist, participants and partners at multiple sites along the canals. The Producer will need to be a skilled communicator and negotiator, to ensure a deep level of partner and participant engagement. While also having experience of working closely with artists producing new commissions involving the implementation of new technologies. The role will be based at the AND office in Manchester but will involve travel to the project touring sites in Greater Manchester.

### CONTEXT

AND is a distinctive and ambitious organisation which commissions ground-breaking projects and festivals that challenge conventional modes of participation; Stimulating new art-forms and audiences, the programme actively redefines what we think to be art and digital culture. AND launched in 2009 and since then has shaken the creative sector. It has championed a different approach through using the regional partnership of its founders as a springboard to test new production models. Over six years it has commissioned over 80 projects and worked with over 400 contemporary artists. AND has been working with the Canal & Rivers Trust since 2011 developing an artists residency programme and this commission an exciting new phase of this partnership.

[www.abandonnormaldevices.org](http://www.abandonnormaldevices.org)

## **ROLES & RESPONSIBILITIES**

The Producer will work closely with the AND team and project partners on the development and delivery of the new commission. Being a key point in the projects development and communication to ensure a meaningful engagement with artists, partners and participants.

- Work closely with the Senior Producer and Artists on the production and delivery of the new commission
- To ensure clear communication, acting as the key liaison point for the project between AND and the artists, partners, participants and suppliers.
- Support on the development, testing and implementation of the creative technology aspect of the project, working closely, with artists, technologists and suppliers.
- Build on work with artists, and partners to develop meaningful dialogue with participants and audiences
- Prepare and lead on comprehensive production planning for the project and related events, including design, development, installation, staffing, presentation, maintenance and related health and safety requirements (production plans and including risk assessments)
- To contribute to financial management of the programme including overseeing and reporting back on the project budgets to the Senior Producer
- Lead on the project logistics working closely with the AND team, including the Communications and Marketing Manager and Digital Projects Manager.
- Communicate regularly with the AND and partner Marketing and Comms teams to ensure the project comms strategy is in sync with the event production milestones, takes advantage of partners marketing opportunities, such as the Year of Mexico in the UK.
- Undertake all relevant administration relating to the programme including correspondence with contributors, including staff, artists, venue, partners and suppliers.
- Artist liaison, including travel, accommodation, visas, comms etc. with support from the Senior Producer and Project Intern
- Manage any project related interns and volunteers
- Attend programme and partner meetings as required

## **PERSONAL SPECIFICATION**

### **Essential**

- An excellent understanding of the artistic and social context, issues and practicalities of commissioning work in the public realm across digital culture and art.
- Experience of working on new commissions and event production, specifically outdoor and with technology.
- Experience engaging and working close with participants in the development of art projects.
- Demonstrable experience of project management on similar scale to AND projects
- Experience of managing negotiations with artists, technical producers, partners and suppliers
- Ability to assess technical requirements and work with technical team to produce and deliver projects

- Experience of managing project budgets on target
- Strong and proven administrative skills
- Ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Knowledge of regional and cultural networks
- IT skills, especially experience in the use of web packages and social media
- Highly organised and able to work to deadlines

#### **Desirable**

- Full clean driving license
- Experience of Touring Outdoor Artworks
- Fundraising Experience

#### **HOW TO APPLY:**

Please submit your CV (no more than 2 pages and including at least two referees) alongside a supporting statement (500 words max) highlighting how your experience meets the skills and experience criteria outlined. As part of your proposal, please supply links to online examples of your previous work relevant to this role.

#### **Guidance Notes for Applicants:**

- The closing date for receipt of completed applications has been **extended 12pm Friday 16<sup>th</sup> January 2015.**
- Please insert APPLICATION TOURING PRODUCER as the subject.  
Shortlisted candidates will be contacted by email and invited to an interview on the week commencing 12 January 2015 in Manchester.
- To submit your application or for any queries please contact [hello@andfestival.org.uk](mailto:hello@andfestival.org.uk)